



Date Posted 13 March 2014

Announcement Number	MCC-14-RFP-0027
Title	Quality Assurance Coordinator
Position information	Intermittent – up to 1,664 hours per year Personal Services Contractor (PSC) Renewable for up to four years at the sole discretion of the government
Hourly rate (range) & payband¹	from \$39.77 to \$66.78 per hour (payband 3B)
Closing date for questions	24 March 2014 no later than 3:00 p.m. EDT
Application deadline	3 April 2014 no later than 3:00 p.m. EDT
Who may be considered	U.S. citizens or legal, permanent residents with five years of residency history
Duty location	Washington, D.C. <u>Note:</u> more than one position may be filled under this announcement

1. Background Information

Millennium Challenge Corporation (MCC) is a United States government-owned corporation created in 2004, whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry. To receive assistance, eligible countries are required to enter into a public agreement (Compact) with the MCC that includes a multi-year plan for achieving shared development objectives and the responsibilities of each country in achieving those objectives, regular benchmarks to measure progress, multi-year financial plan, and a plan to ensure accountability for the use of Millennium Challenge Account assistance.

¹ This includes the locality pay for the metro D.C. area. Other localities are subject to adjustment as appropriate.

A personal services contract is different from non-personal services Government contract, which establishes an independent contract relationship. Under a non-personal services contract, the contractor or employees of the contractor are subject to the technical direction but not the supervision of the MCC. As defined by the Federal Acquisition Regulation ([FAR](#) 37.104), a personal services contract is characterized by the employer-employee relationship it creates between the Government and the contractor personnel. Thus, the PSC is subject to the relatively continuous technical direction, supervision, and control of the MCC. PSCs may be assigned inherently governmental duties (see [FAR 7.502](#)). By law and by the contract's terms, the PSC is subject to most of the rules and regulations applicable to the direct hire employee such as MCC regulations, conflict of interest, under some circumstances MCC authorized employment security clearances, and financial disclosure. However, under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by the Office of Personnel Management (OPM). The following elements apply to this contract:

- (1) Performance on site.
- (2) Principal tools and equipment furnished by the Government.
- (3) Services are applied directly to the integral effort of agencies or an organizational subpart in furtherance of assigned function or mission.
- (4) Comparable services, meeting comparable needs, are performed in the same or similar agencies using civil service personnel.
- (5) The need for the type of service provided can reasonably be expected to last beyond 1 year.
- (6) The inherent nature of the service, or the manner in which it is provided, reasonably requires directly or indirectly, Government direction or supervision of contractor employees in order to—
 - (i) Adequately protect the Government's interest;
 - (ii) Retain control of the function involved; or
 - (iii) Retain full personal responsibility for the function supported in a duly authorized Federal officer or employee.

Please note: This contract shall be awarded solely to an individual(s), not to a firm. The individual must have an active DUNS # and active record in the [System for Award Management \(SAM\)](#).

2. Scope of Position

This person will to serve as the Quality Assurance Coordinator within the Financial Management Division, located in MCC's Department of Administration & Finance. The Quality Assurance Coordinator will perform necessary tasks related to [Government Accountability Office \(GAO\)](#) and [Office of Inspector General \(OIG\)](#) audits, reviews and investigations of MCC programs. This includes audit coordination and liaison work, providing technical advice and guidance in

auditing, presentation of findings and recommendations; and research, analysis and writing. The primary objective for this position is to ensure compliance with Federal statutes and regulations (e.g. [FMFIA](#), OMB Circulars [A-123](#) and [A-50](#)), serving as the agency liaison for the OIG and GAO, coordinating the preparation of MCC's responses to draft and final audit reports, tracking audit recommendations and corrective actions, and assisting in the review and transmission of the OIG's Semiannual Report to Congress.

a. Key Requirements

- U.S. citizenship or legal, permanent resident with five years of residency history
- Must be able to obtain and maintain a federal security clearance.
- Performance at MCC Headquarters in Washington, D.C. Relocation Expenses will not be paid.
- Overseas travel may be required (to MCC compact- and threshold-eligible countries)
- Statement of Employment & Financial Interest (i.e. Office of Government Ethics [form-450](#), or similar statement) may be required
- Active and approved [SAM](#) record (listed as sole-proprietor)

b. Duties

Duties will include, but are not limited to, the following:

Audit Coordination and Liaison Work

- Collaborate with management and key personnel in MCC to coordinate audit program efforts, e.g.
 - Scheduling Entrance & Exit Conferences and other necessary meetings for the GAO/OIG audits, reviews, and investigations,
 - Ensuring MCC's timely responses to OIG/GAO requests during the audit and findings/recommendations thereafter,
 - Soliciting cross departmental feedback on OIG/GAO issuances, e.g. Annual Audit Plan, Management Challenges, Draft and Final Reports, and
 - Partnering with program officials to improve MCC audit tracking software;
- Work with audit tracking software vendor to implement agency requirements;
- Provide advice, support, and training to MCC program officials; and
- Work with OIG and GAO officials.

Technical Advice and Guidance in Auditing

- Consult with all levels of management in the planning, execution, and resolution of audits and audit activities;
- Establish and maintain liaison with department coordinators and work closely with their representatives, i.e. audit points of contact;
- Participate in the establishment of overall audit priorities by department, and agency-wide;
- Resolve problems and make recommendations on auditing matters complicated by sensitive issues, undefined audit boundaries, and scarcity of information on potential findings;
- Keep department, agency, or program officials apprised of significant findings and make recommendations on corrective actions;
- Provide expert technical advice to program officials on how to interact with auditors, respond to OIG/GAO findings and recommendations, and substantiate Final Action;
- Conduct quality assurance review before submitting documents to management for final clearance and signature;
- Provide assistance/coordination with materials and arrangements for the MCC Audit Reporting and Management Team, Senior Assessment Board, and Audit Committee;
- Revise MCC's audit-related policies and procedures, as needed; and
- Serve on special committees and task forces, as requested.

Presentation of Findings and Recommendations

- Enter GAO/OIG audit recommendations and all relevant response dates into the audit management system;
- Track and monitor the resolution status of GAO/OIG audit and/or review recommendations;
- Perform quality control reviews that include data reconciliations to ensure that audit recommendations and responses thereto have been accurately recorded in audit management systems;
- Prepare weekly status reports on the status of the open GAO/OIG recommendations;
- Update the Senior Assessment Board quarterly on the status of audit recommendations and corrective actions; and
- Assist in the review and transmission of the OIG's Semiannual Report to Congress.

Research, Analysis, and Writing

- Identify and collect necessary data including legislative and program data and interviews with senior management, program officials, employees and supervisors; and synthesize and present results in written and/or oral form;
- Research, analyze and interpret statutes, regulations, and legislation and their impact on agency policies;

- Draft, review, and edit documents e.g.
 - OIG's Semiannual Report to Congress,
 - Agency Financial Report,
 - MCC's responses to OIG/GAO requests for information and recommendations
 - Policies, procedures and statements of work, as needed;
- Create PowerPoint presentations and training materials on the audit process and the audit tracking software.

Special Project Planning or Accomplishment

- Act as an expert on special projects, advising top management on major office issues related to the audit program;
- Lead, conduct or participate in complex management studies and reviews; and
- Draft and/or update statements of work, policies, and audit-related communication for Financial Management Division.

c. Deliverables

Deliverables are associated with the tasks identified in [Duties](#) to include reports as required by the Contracting Officer's Representative (COR).

The PSC will provide a monthly progress report as a regular deliverable. Monthly progress reports will consist of the following format to measure the progress of each task:

Task: XXXXXX

Status: XXXXXXXX

Recommendations: XXXXXXXX

Monthly reports are due the first workday of each month. The PSC also will produce other reports and analyses as requested by MCC. Example of such reports and analyses include, but are not limited to, the following:

- Cost/Benefit Analysis
- Communications Plans
- Risk Management Plans
- Project Management Plans

Deliverables will be considered draft upon initial receipt. Drafts will be reviewed and accepted or concerns raised/comments provided within two weeks of receipt. The PSC shall appropriately address the Corporations' concerns and provide final deliverables within one week of receiving the MCC response.

In addition to monthly progress reports, the PSC will submit biweekly timesheets on a schedule and format determined by MCC. Timesheets will include a list of hours worked per compact or country program, along with a brief description of the tasks undertaken for each program during the pay period.

3. Qualifications

- a. **Required** - Applicants must meet all education and qualifying specialized experience described below by the closing date of this announcement. Desired qualifications will be considered only once all education and qualifying specialized experience requirements are met. Please clearly demonstrate that you possess the following:

Education/Certification:

College coursework in accounting, auditing or quality assurance fields

Qualifying specialized experience:

- 3-5 years of experience working in a federal agency on GAO or OIG matters
- Demonstrated administrative experience and knowledge working with Microsoft Office (i.e. Word, Excel, Outlook, PowerPoint) applications including
 - Experience using Access or similar relational database software
 - Ability to use SharePoint or similar data management system
- Experience with databases that analyze statistical information and make recommendations based on that information
- Effective communication skills, both oral and written

b. Desired Qualifications:

- Bachelor's degree in accounting, audit, quality assurance or closely-related field.

NOTE: All experience must be well-documented in your application package, and explain how you meet the [Qualifications Required](#).

4. Compensation

PSCs for the services of individual experts or consultants are limited by the Classification Act. In addition, the OPM has established requirements which apply in acquiring the personal services of experts or consultants in this manner (e.g., benefits, taxes, conflicts of interest):

The pay range for this position is inclusive of Washington, D.C. locality pay. Final compensation will be negotiated within this pay range based upon the successful candidate's salary history, work experience, and educational background. A salary above this pay range will not be entertained or negotiated. Candidates who live outside of the Washington, DC area may be considered for this contract, but relocation expenses are not compensable under the resulting contract.

MCC issues W-2s to the PSC. For U.S. citizens and legal resident aliens, MCC makes the employer contribution to FICA and Medicare for the PSC. MCC withholds FICA, Medicare, federal tax, and state tax on behalf of the PSC. The PSC is not eligible for the Foreign Earned Income Exclusion.

Benefits:

Under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by OPM, such as Federal retirement benefits and health and life insurance. As such, the PSC is not eligible for participation in the Civil Service Retirement System or the Federal Employees Retirement System. Moreover, the PSC is ineligible to receive Federal Health and Life Insurance or participate in the federal Thrift Savings Plan.

Notwithstanding the above, MCC may consider the cost of a PSC's health insurance premiums during salary negotiations. It is the applicant's responsibility to provide proof of insurance coverage and payment of premiums for the prior 12-month period and this must be presented prior to the conclusion of salary negotiations. Examples of acceptable proof are insurance card, cancelled checks, receipts, bank statements, or other proof of payment. Individuals covered under another health insurance plan, or have subsidized health insurance are not eligible for this consideration. Subject to the availability of funds, MCC may pay up-to-30% of the employee's base salary (based upon the hourly rate and estimated number of hours) to cover a portion of the costs for either an individual's or a family's health insurance premiums as mentioned above.

Exclusions for Intermittent Positions

The intermittent PSC does not earn sick leave, annual leave, or holiday pay.

The intermittent PSC working at MCC Headquarters in Washington, DC is not eligible for parking or transit subsidy

Travel:

The PSC is subject to the Federal Travel Regulations and MCC travel policies and procedures to the same extent as MCC direct-hire employees.

5. Required Documentation

Interested applicants must submit all required documents to include, but not limited to:

- Completed and signed Biodata Form (Attachment 1)
- Curriculum vitae or resume (limit 10 pages)
- A written narrative of up to five pages clearly describing relevant experience and knowledge of each of the [Qualifying Specialized Experience](#) requirements, and any [Desired Qualifications](#).
- Three to five professional references with current contact information;

NOTE: Submittals shall be in accordance with the [Instructions to Applicants](#). Please ensure that applicant's most recent contact information (telephone numbers and e-mail address) is accurate. Any other documentation will not be accepted.

Delivery:

Electronic submission is required and all application packages shall be submitted to MCCPSC@mcc.gov so that they arrive before the deadline as given on p.1. Submission shall reference the position title and announcement number on the subject line of the e-mail. Electronically submitted packages must include a scanned signature on the **Bio-data form**.

MCC does not accept responsibility for delays in transmission or receipt of any application. Applicants are responsible for submitting the application package to reach the designated Government office by the closing date and time given on p.1. Applications received after the closing date and time will not be considered, unless there is acceptable evidence to establish that it was received by the Government prior to the time and date specified in this announcement. Receipt of an application in response to this announcement does not constitute an award commitment. The government will not reimburse applicants for any costs incurred in the preparation and submission of an application.

Questions:

Any questions regarding this announcement should be submitted in writing via email to MCCPSC@mcc.gov, before the deadline as given on p.1.

6. Instructions to Applicants

The [Qualifications Required](#) are the basis for evaluating all applications. Applicants must separately address each listed qualification and demonstrate how s/he meets each. Unless stated otherwise, all qualification elements are weighted equally.

- (a) Qualified individuals must submit a completed and signed Biodata form. Please ensure that you provide a current, valid e-mail address and telephone number for notification purposes. The Biodata form must include a proposed hourly rate and be physically signed.
- (b) Qualified individuals must submit a resume (or a curriculum vita) which clearly demonstrates their education, experience, knowledge, and skills and abilities as they relate to the qualification elements. Resume must indicate: the earliest possible start date for the applicant; as well as formal title, and duration (start date / end date) for each listed position. Resume is limited to 5 pages and must not contain a photo or any salary information.
- (c) Describe your experience and knowledge of each of the [Qualifying specialized experience](#) requirements and [Desired qualifications](#), if applicable, in no more than five pages (Note: a page means 8 1/2" x 11" paper; 11 point font or larger; and double sided pages count as two pages). Clearly demonstrate how your prior experience is either relevant or directly related to the duties of this position as listed under [Duties](#) and should include relevant experience, training, education and/or awards you have received for each factor. Cite specific examples where appropriate.
- (d) Qualified individuals must submit 3 to 5 professional references who are not relatives, with following information for each:
 - a. Name
 - b. Relationship to applicant
 - c. Current Job Title
 - d. Current telephone number (work or personal)
 - e. Current e-mail address (work)

At least two references must be from direct supervisors (current or prior) who can provide information regarding the applicant's knowledge & experience in the field of **Accounting, Auditing or Quality Assurance**. All references must be from within the last 10 years of the applicant's professional life.

- (e) Applications must be signed and received prior to the closing date and time specified above to be considered for this position.

To ensure consideration of applicants for the intended position, please reference the position title and announcement number on the subject line of your submission email, on supporting documentation and any cover letter.

7. Selection Process

In order to be considered for the position, a candidate must meet the qualifications listed above. Consideration and selection will be based on a panel evaluation of applicants vis-à-vis the [Qualifications Required](#). In addition to the materials listed above, applicants are strongly encouraged to write a cover letter, not to exceed one page, to highlight their suitability for this position. The cover letter is NOT included in the required five-page written narrative.

All applicants will be evaluated based on the documentation submitted, the applicant's evidence of the above qualification requirements, performance in a potential interview, if conducted, and information provided by references, if contacted. All applicants will receive one of three scores for each of the required qualification: Does Not Meet, Meets, or Exceeds. Only qualified applicants will receive one of two scores for the desired criteria: Present, Not Present. MCC reserves the right to call the highest qualified candidates for an interview and/or conduct a reference check on those individuals. Reference checks may be conducted on the highest qualified applicants.

Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience. Errors or omissions may affect your evaluation.

The government is not obligated to make an award or pay for any costs associated with the preparation and submission of a proposal in response to this announcement. Award of this contract is contingent on availability of funds and MCC reserves the right not to award any contract as a result of this announcement.

8. Solicitation Provisions:

A copy of the contract clauses that will be incorporated into any resulting contract may be found at Attachment 2 of this announcement.